

From: [Johnson, Sharonita](#)
To: [Fortson, Donald O.](#); [Robertson, Eric](#); [Ashmeade, Iris](#); [Krieger, Geoffrey](#)
Cc: [R4-GMQ](#)
Subject: FW: GSA Physical Access Control System Update
Date: Tuesday, March 29, 2022 12:07:42 PM

Given this information. GAMS staff will reschedule from Wednesday 3/30/22 for the Fresh Return Initiative to Thursday April 7, 2020.

Please remove GAMS staff from the Onsite Report until further notice.

From: Robertson, Eric <robertson.eric@epa.gov>
Sent: Tuesday, March 29, 2022 8:40 AM
To: R4 All Employees - Official <R4_All_Employees@epa.gov>
Subject: GSA Physical Access Control System Update

IMPORTANT

Colleagues:

GSA is installing a new Physical Access Control System. This initiative will require enrollment in their database to update users, provide after hour access to the facility, building access from the garage to the building and to control access to the parking garage for authorized users.

They have assigned enrollment dates by agency. EPA personnel are asked to update their PIV cards on April 6 – April 8, 2022.

WHERE: The enrollment process will take place near the back of the cafeteria to accommodate the maximum amount of people.

WHEN: Daily – Monday - Friday from 8:00 - 12:00

WHAT YOU NEED: Bring your Personal Identification Verification (PIV) Card and know the PIN you created when you activated your PIV. If you have forgotten your PIN or if your card is blocked, contact Dionne Brown McDougal at (404) 562-8306 or Eric Robertson at (404) 562-8021 to schedule a PIN reset or unblock the card.

WHAT YOU'LL BE ASKED: During the enrollment they will need your middle name, work phone, and work email.

FOR THOSE PARKING IN THE GARAGE: If you do not enroll during this time, or if you have delinquent accounts after April 15 and the new readers go active, you **WILL BE LOCKED OUT and denied access to the garage.** No money will be refunded. If the employee does not come in to get their badge enrolled and/or make their account current, GSA will not make concessions. Please contact JASINT at (404) 730-2777. The enrollment process typically takes 24 hours to become active.

WHAT TO EXPECT: GSA will have only two computers with two employees working the 4 hour shifts

to get you enrolled (only one computer the first two days) Please expect to wait. Registering each badge only takes approximately 1 minute if the employees know their PIN.

SCHEDULE: We realize these dates will not work for everyone. Please do your best to comply with the schedule as it reflects approximately 300 people per day. If you must come on another day, we recommend you come on a Friday as we anticipate this will be the least busy day.

Regards,

Eric W. Robertson

Regional Security Officer

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